

## ENGLISH 300 – Writing in the Disciplines



**Instructor:** Jacqueline Gibbons

**Email:** jacqueline.gibbons@wku.edu

**Phone:** (270) 938-7206

**Course Meeting Time:** August 26 – December 13

**Class Location:** Online

**Office:** Office hours are online as this is an online class. I am available by Skype, email, and telephone.

**Office Hours:** Because this is an online course, virtual office hours are by appointment. I am generally available for online meetings in the evenings on Wednesdays and Fridays unless otherwise specified. The best mode of contact is email. Please feel free to leave telephone messages/texts up until 6:00 p.m. during the weekdays and allow up to 24-48 hours for a response with the exception of weekends and official university breaks. If I will be out of town or have no email access for some reason, I'll alert students via Blackboard announcements before it happens unless it's an emergency.

*I am always happy to help you, so don't be afraid to ask.*

### Course Policies & Information

#### Prerequisite

English 200 or equivalent

#### Course Text (required)

1. Behrens, L., & Rosen, L.J. (2016). Writing and Reading Across the Curriculum. 13th ed. Pearson Publishing.

2. Bullock, R., Brody, M., & Weinberg, F. (2014). The little seagull handbook. 2nd ed. New York: Norton & Company.

*This text may be purchased for WKU's book store or Amazon.com. Make sure you get the correct edition.*

**Blackboard Help/WKU IT Help Desk:** 270-745-7000

Unfortunately, malfunction of technology is not an acceptable excuse for late assignments. The Blackboard help number is provided to students in the event that there are technical problems. When a student contacts the help desk, I typically contact the help desk to get information as well in case there is a technical issue that I need to resolve.

#### Make Sure You Know How to Use Blackboard

##### Bb Student User Training

If you have not used Blackboard a lot, or if this is your first online class, I highly recommend signing up for and completing the Blackboard Student User Training. These are basic training modules that even those who have used Blackboard a lot have told me are helpful. To sign up, go to Blackboard and sign in, then click the IT TRAINING tab (top, toward the right, black with white writing). Look for IT Blackboard Student User Training. No points are given to students for completing this training, but it is highly recommended to students who need a refresher or need to learn before class begins.

### **Getting Started** (section on the Blackboard course for this class)

Fully read this section. It contains information about the instructor, course objectives, course setup, and other important course information.

### **WKU Distance Learning Student Resource Center**

You may also want to visit the [WKU Student Resource Center](http://www.wku.edu/online/src/) at this web address (<http://www.wku.edu/online/src/>).

### **Writing Center Assistance**

If you are on campus, the Writing Center is located in Cherry Hall 123 on the Bowling Green campus. The Writing Center offers online consultations to distance learning students. The [Writing Center](http://www.wku.edu/writingcenter) (<http://www.wku.edu/writingcenter>) information is available online. The telephone number is (270) 745-5719.

### **Other Items Needed**

- A computer—not a tablet, not a phone—with a reliable internet connection.
- Microsoft Word or word processing software saves files in doc, .docx, or .rtf file format; note that .pages or .ost or .googledocs are not acceptable formats as I am unable to access them via Blackboard. Late penalty applies to any assignment that allows late work with a penalty. See late policy.
- Adobe Acrobat Reader (a free download from Adobe.com)
- I recommend Google Chrome or Firefox as the internet browser you use. Internet Explorer (the blue 'e' on your desktop) does not function well with Blackboard.
- A flash drive/thumb drive to save your work on.
- It is also recommended that you have access to a dictionary and thesaurus (digital or printed).

### **Catalog Description:**

An interdisciplinary writing course to be taken in the junior year. Students will read and write about challenging essays in a number of fields. Each student will produce a substantial research project appropriate to his or her chosen field. **Prerequisite:** English 200 or equivalent.

### **Colonnade Learning Outcomes Met by this Course**

English 300 helps to fulfill the written communication (WC) Colonnade Foundations requirement. Upon completion of English 300, students will demonstrate the ability to:

- Write clear and effective prose in several forms, using conventions appropriate to audience (including academic audiences), purpose, and genre.
- Find, analyze, evaluate, and cite pertinent primary and secondary sources, including academic databases, to prepare written texts.
- Identify, analyze, and evaluate statements, assumptions, and conclusions representing diverse points of view, and construct informed, sustained, and ethical arguments in response.
- Plan, organize, revise, practice, edit, and proofread to improve the development and clarity of ideas.
- Distinguish among various kinds of evidence by identifying reliable sources and valid arguments.

### **Important Dates:**

Classes Begin – August 27

Labor Day (university closed) – September 28

Fall Break (no classes; offices open) – October 11-12

Thanksgiving Holiday (university closed) – November 21 - 23

Final Examinations – December 10 – 14

**Assignments:** There will be five formal assignments and an annotated bibliography.

Additionally, students will write frequent response or informal writings. Reading assignments should be done as they are assigned to help students understand assignments. One of the books for the course is a writing manual and will serve as your guide in formatting papers correctly.

Informal/Formal Summary (300-500 words) 20 points

\* Critique (2-3 typed pages) 50 points

\* Explanatory/Argumentative Synthesis (3-5 typed pages) 150 points

\* Annotated Bibliography (length varies) 100 points

\* Researched Argument (8-10 pages) 300 points

Mini presentation (5-10 minutes) 25 points

Research Writing Journals (RWJ) points vary

Discussion Boards points vary

Peer-Reviews-10 % for nonparticipation on each essay with an \* above.

**Late Assignments:** Late assignments are not allowed in this course except for major papers indicated by an asterisk (\*) above. The major papers are penalized one full letter grade for every day that they are late. All assignments will be posted on Blackboard as this is an online course. At no time should a student email an assignment to the instructor, even when it is late.

**Grading:** All formal written essays and exams will receive numerical grades and comments from the teacher. Formal writing assignments are graded based on a rubric. Journal and discussion board assignments will receive either full credit, half credit, or no credit. On the first formal essay, students will receive detailed comments so that the student can ensure future essays are corrected based on feedback. After the first essay, student must email the instructor at [jacqueline.gibbons@wku.edu](mailto:jacqueline.gibbons@wku.edu) prior to the due date asking for detailed feedback.

Students must complete all major assignments (all formal essays) in the course to receive a passing grade. This course has a minimum writing requirement, so there will be no exceptions to the aforementioned rule. Final grades are non-negotiable and are based strictly on the student's earned points out of the total possible points. The grading scale is as follows:

90%-100%=A, 80%-89%=B, 70%-79%=C, 60%-69%=D, 59% and below=F

### **Grading Turnaround**

Although grading times will vary, grading may take up to two weeks on any given assignment. Please keep in mind that I read every word of every paper so that I can provide appropriate feedback to help students improve over time. Grades are posted on Blackboard, but the overall average function may be incorrect, so always double-check final grades by dividing your points earned by the points possible.

### **Assignment Submissions**

- All of your assignments will be submitted on Blackboard as this is an online course. They should be in .doc or .docx format only and should be turned in on time in the correct assignment folder. I use tracking changes to provide feedback to students which can only be accomplished in Word (.doc/.docx). Students uploading a document in .pdf will have an automatic -20% applied to the grade. Other formats will earn a failing grade as they cannot be opened.
- All formatting for formal papers will be according to the student's program of study. For example, if a student is getting a degree in English, he or she will write a paper in MLA. If a student is a nursing student, he or she will use APA and so on. I have provided information for students on Blackboard. Almost all students in this course will use APA.

### **Attendance**

All students are expected to log in daily to every other day to check announcements and any assignment or other changes. Most announcements will automatically be emailed to student email accounts, but sometimes Blackboard malfunctions. It is a good idea to always check.

### **Program Assessment**

As part of a university-wide accreditation study, a small sample of research papers maybe collected from randomly-selected individuals in all English 300 classes this semester. The papers will be examined anonymously as part of a program assessment; results will have no bearing on the student assessment or course grades.

### **Resolving Complaints about Grades**

The first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. See the [Student Handbook](http://www.wku.edu/handbook/), available at <http://www.wku.edu/handbook/> for additional guidance.

### **ADA Statement**

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

### **Tentative Course Schedule**

Note that the most up-to-date schedule for the course can be found on Blackboard in the "Weekly Folders" section. All due dates are listed in the weekly folders. Note that each folder may have additional supplemental information to help complete assignments. \*This schedule is subject to change. Check Blackboard for those changes. Changes are typically made to assist students in mastering the material or to allow more time on a specific project. \*Specific reading pages are listed on Blackboard\*

#### **Week 1:**

DB #1

Syllabus review and quiz

Orientation to the course

**Week 2:**

Reading (see Bb)

DB #2

RWJ #1 Plagiarism

**Week 3:**

Reading (See Bb)

Summary Due

RWJ #2/Peer-review journal assignment

DB #3

**Week 4:**

Read (see Bb)

Complete DB #4: Critique Practice Complete

RWJ #3

View Critique Assignment for following week and begin writing.

**Week 5:**

Read (see Bb)

Complete: Critique peer-review (due dates may differ from the norm – check Bb)

Final critique due

**Week 6:**

Read (see Bb)

DB # 5

RWJ #4

Review Synthesis paper assignment carefully (see Bb)

**Week 7:**

Read (see Bb)

RWJ #5/Synthesis Review/Annotated Bibliography assignment carefully (see Bb)

**Week 8:**

Read: see Bb

Synthesis peer-review due – due dates differ from the norm/check Bb.

DB #6

RWJ #6

Fully read proposal assignment (see Bb). Read final essay assignment to help with proposal (see Bb)

**Week 9:**

Read: see Bb  
DB #7/Annotated Bibliography entries  
Bb Proposal peer-reviews

**Week 10:**

Read: see Bb  
RWJ #7  
Final proposal due

**Week 11:**

Read (see Bb)  
(no peer-reviews) Annotated Bibliography 10 entries due  
RWJ #8  
DB #8

**Week 12:**

Read (see Bb)  
RWJ #9/Outline  
DB #9

**Week 13:**

Read: see Bb  
RWJ #10  
DB #10

**Week 14:** Final Essay peer-review due (see due dates as they differ from the norm)

**Week 15:** Final Essay due

**Week 16:** Final Reflection (see folder for the week)